



JOB DESCRIPTION

Position Title: **Chief Inspector**

Working Area: **Electrical Inspection**

Class Code: 3306

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory work in the enforcement of applicable building codes in the unincorporated areas of Seminole County through the enforcement of applicable electrical codes.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, organizes, supervises, and provides technical assistance to Electrical Inspectors to include the establishment of standard operating procedures. Assigns areas to be inspected and recommends changes or reassignments of field inspections to insure the efficient and effective operation of the inspection function.

Reads and interprets construction plans or drawings as may be necessary to accomplish work programs. Investigates complaints and interprets code questions. Reviews reports received from subordinate inspectors. Develops forms, as needed, to expedite the field inspection function.

Initiates, and effectively recommends to the Building Official, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts training and provides instruction to assigned personnel.

Coordinates inspections with specialist, i.e., Fire, Building, and/or Plumbing and Mechanical Inspectors. Assures the uniform application of all electrical inspection processes.

Advises the Deputy Building Official and/or Building Official of any field conditions, which are potentially hazardous and/or controversial. Makes recommendations to resolve any conflicts between inspectors and the public regarding code violations.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Chief Inspector**

Page 2

Working Area: **Electrical**

Inspection

Minimum Qualifications

Through knowledge, training, and experience in the methods utilized in electrical construction, inspection, and in the examination of plans and drawings. Through knowledge of the Standard Electrical Code and Energy Efficiency Building Codes. Considerable knowledge of local laws, County Codes, and/or State Statutes governing electrical construction.

Ability to work effectively with the general public, building trades, and other County Departments. Ability to read and interpret blueprints or other construction plans and drawings. Ability to communicate effectively both orally and in writing.

Must possess good customer service skills.

High School Diploma or GED and ten (10) years experience as an electrical inspector, master electrician, or electrical engineer; five (5) years of which must have been in a responsible supervisory position.

Must possess a Master Electrician's Certificate of Competency. Must be registered as a Commercial and Residential Electrical Inspector as established by Florida Statute 468.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.